

## North Carolina Department of Health and Human Services Division of Aging and Adult Services

2101 Mail Service Center • Raleigh, North Carolina 27699-2101 Phone 919-733-3818 Fax 919-715-0023

Michael F. Easley, Governor Carmen Hooker Odom, Secretary Dennis W. Streets, Director 919-733-3983

August 3, 2006

## DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:

ATTENTION: Special Medical Needs Coordinator

## SUBJECT: SPECIAL MEDICAL NEEDS SHELTERING (SMN) TRAINING

The Division of Aging and Adult Services is pleased to announce the availability of three community-based special medical needs sheltering trainings: Disaster Planning Introduction: The Key to Special Medical Needs (SMN) Sheltering; Disaster Planning: Strengthening your Special Medical Needs (SMN) Sheltering Plan; and Disaster Planning: Building an Effective Special Medical Needs (SMN) Register. All three courses are designed for SMN coordinators and SMN stakeholders.

Disaster Planning Introduction: The Key to Special Medical Needs (SMN) Sheltering is a 3-hour workshop that is the first in a series of three disaster preparedness classes about SMN populations and sheltering. Participants will learn strategies to create or strengthen their agency's SMN policies. They will examine the key role that caregivers assume during disasters as well as examine community and State resources.

Disaster Planning: Strengthening your Special Medical Needs (SMN) Sheltering Plan is a 3-hour workshop that is the second in a series of three disaster preparedness classes about SMN populations and sheltering. Participants will evaluate their county SMN disaster plans and develop strategies for enhancing those plans.

Disaster Planning: Building an Effective Special Medical Needs (SMN) Register is a 3-hour workshop that is the final in a series of three disaster preparedness classes about SMN populations and sheltering. Participants will evaluate their county SMN registers and develop strategies for enhancing or building SMN registers.

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## The workshops will be held in the following locations:

Disaster Planning Introduction: The Key to Special Medical Needs (SMN) Sheltering	
November 8, 2006 1:30 – 4:30 p.m.	November 14, 2006 1:30 – 4:30 p.m.
Albemarle Commission	Northwest Piedmont Council of Governments
412 S. Church Street	400 W. 4th Street, 3 <sup>rd</sup> Floor Conference Center
Hertford, NC	Winston-Salem, NC
November 13, 2006 1:30 – 4:30 p.m.	November 15, 2006 1:30 – 4:30 p.m.
Southwestern Commission	Heritage Place
125 Bonnie Lane	901 South Walker Street
Sylva, NC	Burgaw, NC
November 29, 2006 9:00 a.m Noon	November 30, 2006 9:00 a.m Noon
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Burke Senior Center. Ball Room	Wilson County Agricultural Center
501 N. Green Street	Auditorium
Morganton, NC	1806 S. Goldsboro Street
	Wilson, NC
Disaster Planning: Building an Effective Special Medical Needs (SMN) Register	
November 29, 2006 1:30 – 4:30 p.m.	November 30, 2006 1:30 – 4:30 p.m.
Burke Senior Center. Ball Room	Wilson County Agricultural Center
501 N. Green Street	Auditorium
Morganton, NC	1806 S. Goldsboro Street
	Wilson, NC

Registration will be accepted on a first come, first served basis. There is no cost for this training, however, you must pre-register. A registration form is attached. Please make copies as needed. Participants can expect to receive a confirmation letter and specific information about the training site after registering.

If you need additional information or have questions regarding the content of the workshops, please contact Vicky Church, Adult and Family Services Consultant at (919) 733-3818, or your

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Adult Programs Representative. For all questions regarding registration, please contact Charlene Wilson, Program Assistant, at the number referenced above.

A completed registration form may be mailed or faxed to Charlene Wilson at NC Division of Aging and Adult Services, 2101 Mail Service Center, Raleigh, North Carolina 27699-2101 or (919) 715-0023 (fax). On-line registration is also available at <a href="ncswLearn.org">ncswLearn.org</a>.

Sincerely,

Suzanne P. Merrill, Chief Adult Services Section

Sugare P. Menil

SPM/vtc

AFS -16-2006

Attachment